

**REQUEST FOR APPROVAL OF UNDERFILL (STEP 1) AND
PROMOTION AFTER UNDERFILL (STEP 2) (RULE IV, SECTION 6)**

INSTRUCTIONS: For STEP 1 (Request to Underfill) Complete STEP 1 section of form and submit copies to DER, Room 706, City Hall. Upon DER approval, form will be returned to you. For STEP 2 (Request to promote after Approved Underfill) Complete STEP 2 section. Retain copy for your records. Return original to DER, Room 706, City Hall.

DEPT/DIVISION				DATE	
LAST NAME		FIRST NAME		INITIAL	EMPLOYEE ID#
AUTHORIZED POSITION TITLE		PAY RANGE/GRADE		PREVIOUS INCUMBENT	F&P APPVL. DATE
STEP 1: REQUEST TO UNDERFILL					
POSTION TO BE UNDERFILLED AT:					
TITLE		PAY RANGE GRADE			
DOES YOUR DEPARTMENT HAVE AN AFFIRMITIVE ACTION GOAL FOR THIS POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PLEASE EXPLAIN WHY AND HOW THIS PARTICULAR PERSON WAS SELECTED FOR UNDERFILL?					
OTHER PERSONS ELIGIBLE FOR THIS UNDERFILL:					
TOTAL ELIGIBLE:		NO. OF MINORITIES		NO. OF FEMALES	
IS THIS PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES , EXPLAIN RELATIONSHIP					
IF APPROVED BY DER, WHAT CONDITIONS AND REQUIREMENTS MUST BE MET FOR PROMOTION TO THE FULL AUTHORIZED LEVEL:					
EDUCATION:					
WORK EXPERIENCE:					
OTHER CONDITIONS:					
APPOINTING OFFICER:		SIGNATURE		TITLE	DATE
PROSPECTIVE EMPLOYEE:		SIGNATURE		TITLE	DATE
APPROVING DER REPRESENTATIVE		SIGNATURE		TITLE	DATE
CURRENT, COMPARABLE OR HIGHER-LEVEL ELIGIBLE LIST(S) THAT THIS EMPLOYEE IS ON WHICH MAY SUPPORT THIS UNDERFILL					
EXAMINATION TITLE(S)	ORIGINAL OR PROMTOTIONAL	DATE OF EXAMINATION	RANK ON LIST	RANK IN DEPT.	
STEP 2: REQUEST TO PROMOTE AFTER APPROVED UNDERFILL					
QUALIFICATIONS OF EMPLOYEE FOR PROMOTION TO					
			TITLE	PR	
EDUCATION:					
WORK EXPERIENCE:					
OTHER CONDITIONS:					
REPORTING DEPT. OFFICER		SIGNATURE		TITLE	DATE
APPROVING DEPT OFFICER		SIGNATURE		TITLE	DATE